

**OFFICE OF SENATOR MURKOWSKI
2006 HIGH SCHOOL
INTERN APPLICATION**

Senator Lisa Murkowski
709 Hart Senate Office Building
Washington, D.C. 20510-0203
(202) 224-6665

OVERVIEW

Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend a month in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, month-long sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a certain level of maturity and responsibility from our interns. Holding them to these standards allows us to give interns the freedom of living on their own and the ability to explore Washington, D.C. during their free time. Please be aware that we have a zero tolerance policy for alcohol and drug use.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer.

WHO MAY APPLY

Senator Murkowski's intern program is open only to Alaskan high school students completing their senior year.

QUALIFICATIONS

We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We assume interns are capable young Alaskans who realize that their actions reflect upon their parents, the State, and the Senator while they are in Washington, D.C.

WHEN

There are two sessions, lasting four weeks each. **The dates of the 2006 program will be published after the 2006 U.S. Senate schedule has been determined. The applications for the 2006 program will become available at this point, around the beginning of next calendar year.**

You should designate which session you would prefer to attend on the application. You may participate in one session only. Special arrangements can be made for students wishing to participate in the first session who will be graduating on or right around the first day of this session to arrive in Washington, D.C. as soon as possible after graduation. However, we encourage students whose graduation dates conflict with the beginning of the first session to apply for the second session.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

Office activities include assisting the staff with correspondence and research projects, attending hearings and committee business meetings, performing clerical tasks, running errands, composing articles for the intern newsletter, and accompanying Senator Murkowski during her daily routine.

A number of tours and social events, including an evening baseball game and a theatrical performance, a day at a local amusement park, and trips to historic sites are all part of the complete program.

SALARY

Please understand that this is not a government-funded program. Alaskan businesses and Alaskan individuals who are interested in supporting Alaska's next generation generously donate funds to

cover all program expenses, except salary and room and board, in order to assist in making this experience possible.

The benefit to our interns is the valuable work experience and knowledge of our government and our Nation's Capital rather than financial gain. The stipend is offered as a means of defraying much of the individual's costs of attending.

Interns will be paid a stipend of approximately \$350/week. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes (such as federal and social security taxes), so the actual stipend will be slightly less. Air transportation to and from Washington, D.C. may be provided by Alaskan corporate sponsors subject to the availability of funds. Most interns have found that additional personal funds are necessary to cover some of their expenses.

It is important that interns budget ahead of time how much money they will have available for extracurricular activities and not rely solely on their semimonthly paychecks.

HOUSING AND EXPENSES

The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session. **Linens, pillows, blankets, and kitchen appliances will not be provided by GWU.**

Interns are responsible for the cost of housing. The housing for 2006 should be approximately \$1000.00 per intern, payable by the interns several weeks before their arrival. While the housing is costly, the location of GWU and the kitchenettes will considerably lower the daily expenses for the interns.

Daily transportation to and from the office via the Metro subway will average \$2.70 each day. There are additional Metro costs associated with various tours in the area as well, totaling approximately \$10.00 for the month, as well as Metro use during spare time.

Interns will spend approximately \$15/day on food, unless they choose to eat out. Interns can lower the cost of food considerably by purchasing groceries and using the kitchenettes in their rooms and by bringing lunch to the office instead of purchasing food in the cafeterias.

HOW TO APPLY

We are seeking a variety of active, enthusiastic, and mature Alaskans from all over the State to fill a total of twenty positions. **Applications for the 2006 program will become available around January or February of next year.** When filling out the application, **please type or write legibly** in order to ensure accurate interpretation of your qualifications. The completed application (including the essay and letters of recommendation, as explained in the application) should be faxed to Bekki Johannes at 202-224-5301 no later than **April 1, 2006**. Since there are far more applicants than available positions, please apply early and make sure you have all necessary documents as we will not consider late or incomplete applications.

Since mail security screenings have significantly slowed mail delivery to our Washington, D.C. office, we cannot promise that applications postmarked by April 1, 2006, will be received in time to be considered. If you are unable to fax the application, please mail or deliver your completed application to our Anchorage office before April 1, 2006:

Senator Lisa Murkowski
Attn: Bekki Johannes
510 L Street, Suite 550
Anchorage, Alaska 99501

Applicants will be notified of selection for both sessions on or around **May 1, 2006**. Please feel free to contact the office with questions or for additional information either through the Senator's website: <http://www.murkowski.senate.gov/contact.cfm>, or by calling 202-224-6665.